
Chapter 11 – Project Processes: CMGC, Design-Build, Competitive Sealed Proposal & Reverse Bid

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CMGC and Design-Build

CMGC and Design-Build (DB) projects will be set up in AWP as shell projects. For advertisement/bidding, CMGC and DB shell projects will appear in the construction bidding area of the procurement site, but will not offer electronic bidding. The shell project is created from the CMGC/DB template already set up in AWP. A proposal and letting must be created in AWP to generate the placeholder EBSX file used to create the letting in Bid Express.

1. Log into AWP and make sure EITHER the **Project User** or **Letting User** role is selected (depending on your region's processes).
(Figure 11.1)
2. In the Project Overview component, (A) search for and (B) select the CMGC/DB template project.

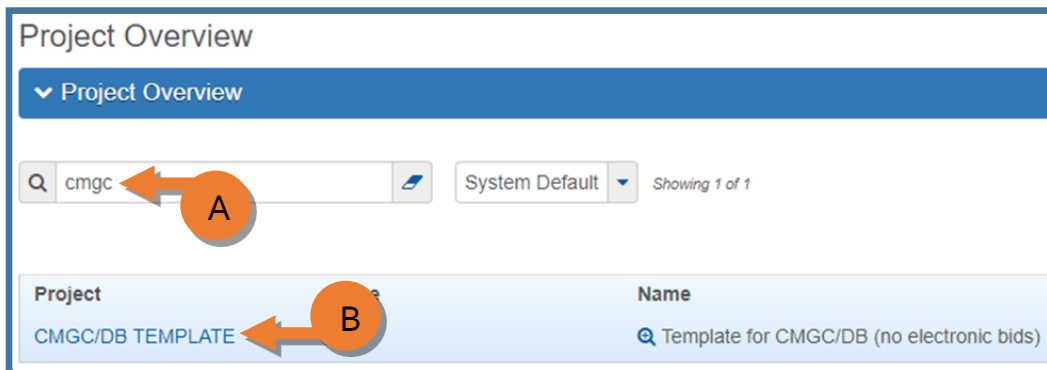


Figure 11.1

(Figure 11.2)

3. (C) Expand the Project Summary component **Action Menu**.
4. (D) Select **Copy**.



Figure 11.2

(Figure 11.3)

5. (E) In the **New Project ID** field, change CMGC/DB TEMPLATE to your project's ID (IRIS number).
6. (F) Click **<Copy>**.

Copy Project

▼ Copy Project: CMGC/DB TEMPLATE

New Project ID *

CFHWY00270

Project Name

Template for CMGC/DB (no electronic bids)

Item List

10 - Highways

Unit System

English

Copy ▼ ?

Figure 11.3

(Figure 11.4)

Instructions on which fields to fill out for your CMGC/DB project in order to populate the TAS are located in the **Description of Work** field. See chapter 3 (Project Creation) if you need more information on filling in the listed fields. Click **<Save>** when finished.

NOTE: In order for the template project to appear for Project Users in all regions, all three regions were added to the **Regions** tab. Be sure to remove the two regions not needed.

Project Summary

▼ Project: CFHWY00270 - Template for Projects (no electronic bids)

Save ▼ ?

Proposal:

General

Boroughs

Regions

Points

Road Segments

Airports

Workflow

Project ID

CFHWY00270

Federal Project Number

Project Name *

Template for Projects (no electronic bids)

Item List *

10 - Highways

Spec Book

Project Type

Location

Begin typing to search or press Enter

Description of Work

Please fill out the following fields in Project:

General Tab: Project ID / Federal Project Number / Project Name / Description of Work / Item List / Spec Book / Project Type / Location / Staffing Info / TAS Info

Borough Tab

Regions Tab (remove the two N/A regions)

Edit the placeholder item amount to populate the correct EE range on the TAS

Figure 11.4

Once you have completed filling out the Project Summary component for your CMGC or DB project, you need to enter an amount in the placeholder item that will correctly populate the Engineer's Estimate range on the TAS.

7. On the Project Summary component, click the **Categories and Items** quicklink (*Figure 11.5*).

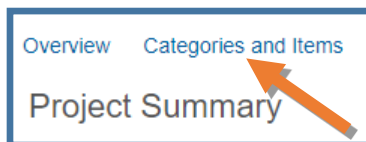


Figure 11.5

The template is already populated with a Basic Bid category (placeholder) and the CMGC/DB Engineer's Estimate placeholder item.

(*Figure 11.6*)

8. (G) Click the **Items** tab.
9. (H) In the **Project Item Unit Price** field, enter the correct price to populate the EE range.
10. (I) Click **<Save>**.

Figure 11.6

The TAS will now display the correct project information for your CMGC or DB project.

Reference Chapter 5 (Proposal Creation) to create a proposal from your project.

Reference Chapter 7 (Letting_Addenda_NTB) to create a letting in AWP and Bid Express. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

Create Letting and Proposal Alerts (see Ch 7) to notify bidders that electronic bidding will not be offered and any other information you want to communicate.

Addenda for CMGC/DB

Since electronic bidding is not offered for CMGC/DB proposals, there is no need to create the ebsx addenda files from AWP. You only need to create the cover sheet to combine with your addendum and upload as a PDF to the Bid Express proposal.

1. Create the addendum record in AWP (see Ch 7, p26).
 - a. You do not need to open your AWP addendum, just approve it.
2. Generate the Addendum Cover Page from AWP (see Ch 7, p38).
3. Upload your Addendum PDF to Bid Express (Ch 7, p41).
4. Notify Planholders (see Ch 7, p55).

Processing Low Bid for CMGC/DB Projects

Once the low bidder has been identified, you must enter the low bid information into AWP and award the proposal.

1. Change the proposal workflow phase to **Award Processing** (see Ch 9, pg 3).
2. Enter the bidder's DB bid into AWP per the Ch 9 section **Entering Manual Bids into AWP** (see Ch 9, pg 20).
3. Complete the necessary steps in the remainder of Ch 9 to Award the proposal to the bidder in AWP.

Competitive Sealed Proposal

A Competitive Sealed Proposal (CSP) follows the same project and proposal processes as typical projects. For advertisement/bidding, CSP projects will appear in the Construction Bidding area of the procurement site, but will not allow electronic bidding.

See chapter 3 for Project Creation, chapter 4 for Project Funding, chapter 5 for Proposal Creation, and chapter 7 for Letting creation. Although this type of project **will** have an ebsx file generated or a letting in Bid Express, you will create Letting and Proposal Alerts notifying bidders that electronic bidding is not available for Competitive Sealed Proposals.

Once the letting has been created, go to the Global Reports menu and select Competitive Sealed Proposal Bid Schedule. This report will produce a bid schedule for contractors to enter unit prices and extended amounts. ***This report is only available for Competitive Sealed Proposal contract types.***

Once the proposer has been selected, use the Ch 9 section ***Entering Manual Bids via AWP Bids Entry*** section to enter the proposer's item amounts. Finish processing the proposal per Chapter 9.

Reverse Bid

The process for Reverse Bid proposals is currently being finalized. This chapter will be updated as soon as that process is determined.

NOTE: If you are unsure how to proceed with these or any other less frequently used project type, contact a Module Administrator for help.